United Nations ST/IC/2018/24

Secretariat

13 September 2018

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-third session of the General Assembly**

I. Introduction

1. The general debate of the seventy-third session will be held from Tuesday, 25 September 2018, to Monday, 1 October 2018.

2. The high-level meeting to be known as the Nelson Mandela Peace Summit will be held on 24 September.

3. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on 26 September.

4. The high-level meeting on the fight against tuberculosis convened by the President of the General Assembly will be held on 26 September.

5. The high-level meeting convened by the President of the General Assembly to undertake a comprehensive review of the prevention and control of non-communicable diseases will be held on 27 September.

6. The treaty event will be held in the treaty signing area on the ground floor of the General Assembly Building, from 25 to 28 September.

II. Admission to the Headquarters premises

7. The United Nations will be closed to the public from 5.30 p.m. on Friday, 21 September, until close of business on Friday, 28 September. During this period, guided tours will be suspended.

8. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The information and reception desk will be relocated from the

* Expiration date of the present information circular: 5 October 2018.

General Assembly lobby to the UNITAR Building, on the corner of First Avenue at 45th Street, from Monday, 24 September, with opening hours from 9 a.m. to 5.30 p.m. Access to the desk can be gained from the 45th Street entrance to the building. Given the security activity on First Avenue, it will be the responsibility of staff members to meet their guests at the information desk, as guests will not be permitted to enter the Headquarters premises at any time.

9. Individuals holding retiree passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes) will not be admitted to the Headquarters premises. This should be taken into account when scheduling appointments and meetings during the period in which the General Assembly will be meeting and the Headquarters premises will be closed to the public (from 24 to 28 September).

10. Staff members, affiliates and accredited media representatives who are entitled to access the Headquarters premises will be admitted only upon presentation of a valid United Nations grounds pass or laissez-passer.

11. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, in particular that such passes must be worn prominently on the outer clothing of the holder and are subject to verification by security officers, will be strictly enforced.

12. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow to their holder. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than that for which they were intended will be confiscated by security personnel.

13. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of 320 East 45th Street, upon presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

14. Staff members who arrive without their grounds passes will be directed to the information and reception desk, temporarily relocated to the lobby of the UNITAR Building, to obtain a day pass upon verification of the staff member's identity.

15. Please be aware that all packages brought onto the premises at all entry points will undergo a security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises during this period.

III. Admission of non-United Nations personnel

16. Outside messengers, family members, visitors and guests are restricted from entering the Headquarters premises during the period of the general debate, but are welcome back on 29 September 2018.

IV. Closure of First Avenue and pedestrian crossing points

17. Owing to heightened security measures throughout New York City and at Headquarters, it is anticipated that from Sunday, 23 September to Tuesday, 2 October,

the area in front of the United Nations along First Avenue, from 42nd Street to 48th Street, will be closed to all vehicular traffic, with the exception of escorted motorcades. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

18. Pedestrian traffic/crossing points at 42nd, 46th or 49th Street will be accessible upon presentation of valid United Nations grounds passes and will be briefly suspended at various times throughout the day owing to the arrival and departure of motorcades. Therefore, all are kindly requested to allow for extra time when walking to the Headquarters premises.

V. Access to the 42nd, 45th, 46th and 47th Street entrances

19. Staff members, including those holding only the United Nations laissez-passer, affiliates and resident correspondents (without equipment) with authorized access to the Headquarters premises and who have business in the Secretariat Building, authorized areas of the South Annex Building or the Dag Hammarskjöld Library Building, should continue to use the 42nd Street staff entrance.

20. Interns required for essential work in the Secretariat Building during the period of heightened security should also use the 42nd Street staff entrance during the restricted access period.

21. Senior United Nations officials holding a gold-coloured grounds pass, who will enter at the 46th Street entrance, are requested to utilize the crossing point at 46th Street.

22. Staff members, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass, along with the relevant secondary special event ticket (specific to a particular meeting, date, time and room) issued by the sponsor of the event or the non-governmental organization liaison office, will be subject to screening prior to accessing the General Assembly and Conference Buildings and will be required to utilize the entrance at 46th Street.

23. If difficulties are encountered in gaining access through any of the crossing points staffed by the host country authorities and leading to the Headquarters premises, or any of the annex buildings that fall within the cordoned-off areas, assistance should be sought from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the information and reception desk, temporarily relocated to the lobby of the UNITAR Building.

24. The 47th Street entrance will be utilized exclusively by media as well as resident correspondents with equipment.

25. The opening hours of the pedestrian entrances are as follows:

(a)	42nd Street and First Avenue:	24 hours a day, 7 days a week;
(b)	46th Street and First Avenue:	7 a.m. to close of business;
(c)	47th Street and First Avenue:	6 a.m. to close of business (entrance exclusively for the media).

26. The pedestrian entrance at 42nd Street will remain open 24 hours a day during the weekend of 29 and 30 September. Staff members requiring access to the Secretariat Building will be able to continue utilizing this access point.

27. The delegates' entrance on 45th Street will be open only for egress of escorted motorcades.

VI. Access to restricted areas

28. During the high-level period, from 24 September to 2 October 2018, access to restricted areas will be given only to those holding United Nations grounds passes and the appropriate secondary access passes and/or special event tickets. Interns will not be permitted to access restricted areas.

29. The bilateral meeting areas are located in the General Assembly lobby and the 2nd and 3rd balconies of the General Assembly Building. Those areas are reserved for members of delegations and staff conducting official business and will require secondary passes for access, which will be given 15 minutes prior to any scheduled bilateral meeting.

30. In order to facilitate access to room GA-200, a secondary access pass is issued through the Protocol and Liaison Service to those individuals whose duties or functions require their presence. Only those who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

VII. Access for members of the media

31. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

32. Members of the media and resident correspondents with equipment must use the 47th Street entrance and present a valid United Nations grounds pass and are required to proceed through screening prior to access. Those in need of additional accreditation will be required to proceed to the media accreditation centre, located in the UNITAR visitors' centre, on the corner of First Avenue and 45th Street, prior to entering.

33. The days and hours of operation of the media accreditation centre will be as follows:

Date	*Hours of operation*
Sunday, 23 September	10 a.m. to 6 p.m.
Monday, 24 September	7 a.m. to 7 p.m.
Tuesday, 25 September	7 a.m. to 6 p.m.
Wednesday, 26 September	8 a.m. to 6 p.m.
Thursday, 27 September	8 a.m. to 6 p.m.
Friday, 28 September	8 a.m. to 5 p.m.

34. Access will be given to the media centre located on the North Lawn via the 47th Street entrance. The third floor media liaison desk in the General Assembly Building will be accessible from the media accreditation tent by using the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor.

35. Media liaison desks will also be set up on the first and third floors of the Conference Building for escorting members of the media to conference room media booths.

36. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly Building and restricted areas of the Conference Building.

37. Additional access to the General Assembly and Conference Buildings will require further screening.

VIII. Pass and Identification Unit

38. The Pass and Identification Unit, located on the ground floor of 320 East 45th Street, between First and Second Avenue, is open to staff members and members of delegations.

39. In preparation for the seventy-third session of the General Assembly, annual and temporary non-governmental organization passes will not be issued from 7 September 2018 until the end of the general debate. Any non-governmental organization invited to attend events during the general debate will need a special event ticket (specific to a particular meeting, date, time and room), distributed by event organizers.

40. The days and hours of operation of the Pass and Identification Unit will be as follows:

Date	*Hours of operation*
Saturday, 15 September, and Sunday, 16 September	9 a.m. to 5 p.m.
Monday, 17 September, to Thursday, 20 September	8:30 a.m. to 4 p.m.
Friday, 21 September	8:30 a.m. to 6 p.m.
Saturday, 22 September, and Sunday, 23 September	10 a.m. to 6 p.m.
Monday, 24 September	7 a.m. to 4 p.m.
Tuesday, 25 September	7 a.m. to 4 p.m.
Wednesday, 26 September	9 a.m. to 5 p.m.
Thursday, 27 September	9 a.m. to 5 p.m.
Friday, 28 September	9 a.m. to 5 p.m.
Saturday, 29 September	9 a.m. to 5 p.m.
Sunday, 30 September	9 a.m. to 5 p.m.
Monday, 1 October	9 a.m. to 5 p.m.
Tuesday, 2 October	8 a.m. to 5 p.m.

IX. Closure of the United Nations garage

41. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 23 September 2018, and all vehicles must be removed by that time to provide access for security screening.

42. The garage will reopen for authorized vehicles at 4 a.m. on Monday, 24 September, utilizing the 48th Street entrance and the 42nd Street exit, and will be

open on a 24-hour basis from 24 September to 2 October. Please note that this is a change in the normal procedures for entering the Headquarters garage.

43. Access to and exit from the garage via the 43rd Street entrance will be restricted during the high-level period and will be accessible only to those described in paragraph 48 below.

X. Garage parking at the United Nations

44. Staff members parking in the United Nations garage are advised that there may be periodic delays due to motorcade operations in the area.

45. Parking for staff members will be limited to those who possess a regular parking permit that must be properly affixed to the vehicle as required. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to leave the vehicle at the appropriate checkpoint before the vehicle enters the premises.

46. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite the security clearance.

47. Portable personal carriers and bicycles will not be permitted to enter the Headquarters premises.

48. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 24 September, to Tuesday, 2 October.

XI. Access to and traffic in the Secretariat Circle and the 43rd Street entrance

49. The very limited operating space of the Secretariat Circle and the delegates' roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will therefore be restricted to motorcades escorted by the host country law enforcement personnel.

50. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle via the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Wednesday, 3 October 2018.

XII. Access to the United Nations garage

51. Passenger vehicles with valid authorization to park in the United Nations garage from 6 a.m. to 8 a.m. during the high-level period, from 24 September to 2 October 2018, are instructed to proceed as follows (see corresponding diagram below):

(a) **Northbound on First Avenue**. Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane (east side) of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn onto First Avenue (counter-flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Once screened and cleared by security personnel, vehicles will be allowed to enter the United Nations garage;

(b) **Southbound on FDR Drive**. Vehicles travelling southbound on FDR Drive, upon exiting FDR Drive onto 49th Street, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter-flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Once screened and cleared by security personnel, vehicles will be allowed to enter the United Nations garage.

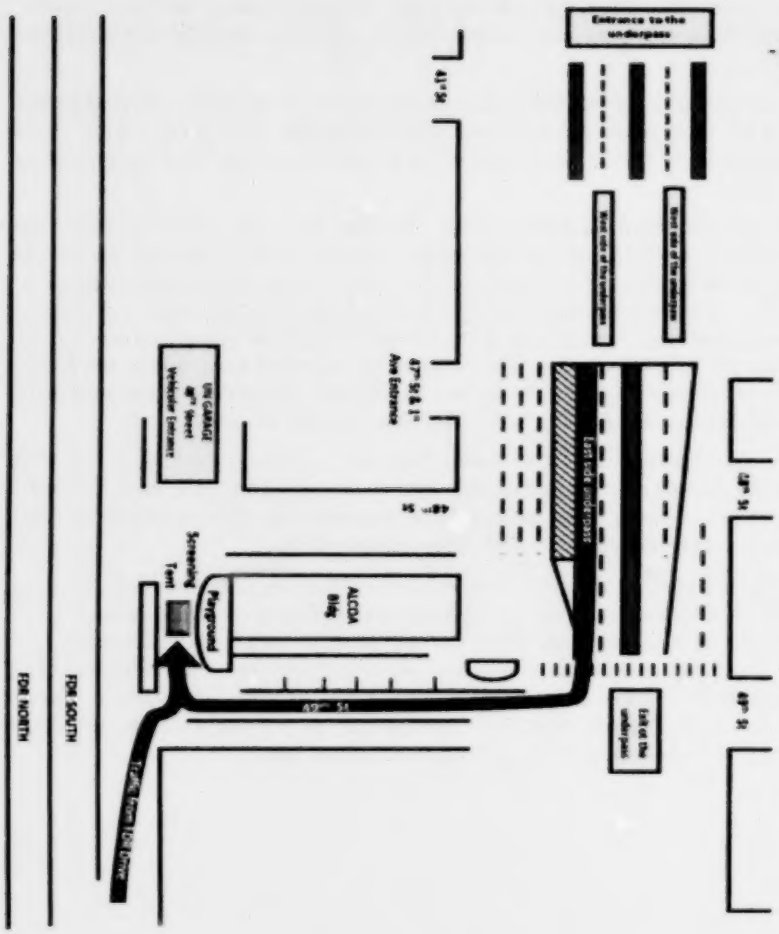
52. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. to 6 a.m. the following day, during the high-level period, from 24 September to 2 October, are instructed to proceed as follows (see corresponding diagram below):

(a) **Northbound on First Avenue**. Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right-hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive**. Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will follow the coned-off lane to the security checkpoint and screening plaza located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance.

53. Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass, vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (such as 39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in the garage access diagrams below.

Access to the United Nations garage from 6 a.m. to 8 a.m.



Access to the United Nations garage from 8 a.m. to 6 a.m. the following day